

NEW ITEM FOR STOCK - REQUEST

DO YOU NEED AN ITEM THAT WE DO NOT STOCK?

Usually a minimum of ten (10) users are required before an item is considered store stock. If your requirement meets this prerequisite, please complete the following and return to Code 3462 for processing.

Complete Description of the item: _____

Name of Company: _____

Address of Company: _____

Manufacturer: _____ ***Part No.*** _____

Company who could supply the item: _____

Estimated Quantity you plan to use annually: _____

Requested by:

Name: _____ ***Division:*** _____

Code: _____ ***Phone Number:*** _____



FOR STORE MANAGEMENT USE ONLY

REVIEW:

DATE: _____ **REORDER POINT:** _____

REORDER QUANTITY: _____

BIN LOCATION: _____

SIGNATURE: _____